10 APR 1980

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

STATINTL   FROM:

Chief, Records & Services Branch, EO/OL

SUBJECT: Strategic Planning

REFERENCE: Memo dtd 18 Mar 80 to Mult Adses fm
                 D/L, same subject (OL 0 1147)

    1. In response to your request for identification of
goals and objectives for the next five years, the following
four goals have been identified with relevant objectives for
accomplishment:

Goal #1:   Devise a record system for OL's retired files.

Objective: Provide OL divisions and staffs with computer
              printouts and destruction dates on their res-
              pective retired files.

Discussion: At the present time, no system exists to
              inform OL divisions and staffs of the status
              of their material once it is sent to the
              Records Center. When material is initially
              retired, a typed or hand-written shelf list
              is forwarded to the Records Center with the
              material. When the shelf list is inputted
              into the computer, the printout is issued
              to the OL/RMO. In the past, OL divisions
              and staffs have not been provided the comput-
              er printouts of their material. They also
              have not been provided any documentation
              concerning the destruction of their documents.
              A system to provide this information to
              offices who have retired records would give
              each office the necessary information they
              need when searching for records, i.e., was a
              document destroyed? Basically, it would
              slightly decentralize the recordkeeping of
              retired records by giving each office the
              necessary information they need to function,
              but still retaining the management function
              of these retired records in Records & Services
              Branch.

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Goal #2:   Conduct an information handling study of OL.

Objective: To provide OL with a more efficient system
                for handling information.

Discussion: Issues that could be reviewed range from
                equipment (word processors, copiers, safes)
                and document control to perhaps a typing
                pool in view of the clerical shortage.

Goal #3:   Automate document control of OL correspon-
                dence.

Objective: Provide OL with a computerized system for
                document control.
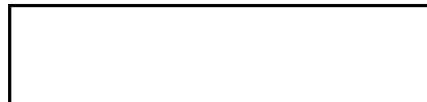
Discussion: Terminals have been budgeted for FY 82 for
                several additional locations in OL, one of
                which will be in OL Registry. With instruc-
                tions from Records Management Division, DDA,
                who are currently working on CARS (Common-Use
                Automated Registry System) and assistance
                from Systems Analysis Branch, OL, development
                of an automated document control system is
                planned for OL Registry circa 1982-83.

Goal #4:   Assume control of APEX documents.

Objective: Provide OL with centralized point for
                control of APEX and Top Secret documents.

Discussion: Control of codeword documents is presently
                with Security Staff, OL. In view of the
                evolution of the APEX system for controlling
                all codeword documents under one umbrella
                for the Intelligence Community, OL's control
                point will be moved from Security Staff to
                Records and Services Branch. A new system
                will be set up to control APEX documents -
                expected to become operational late 1980.

    2. If you have any questions regarding the goals and
objectives listed above, please contact me.

STATINTL

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